DOCUMENT RESUME

ED 443 270 EF 005 736

TITLE	Assessment Screening Inventory for Safe, Orderly & Caring Schools: Directions for Use and Completion.
INSTITUTION	North Carolina State Department of Public Instruction, Raleigh. Alternative and Safe Schools Section.
PUB DATE	2000-00-00
NOTE	44p.
AVAILABLE FROM	Full Text: http://www.dpi.state.nc.us/alternative/screening.html.
PUB TYPE	Tests/Questionnaires (160)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Data Collection; *Educational Environment; Elementary Secondary Education; *Evaluation Methods; *Public Schools; *School Safety; *Student School Relationship

ABSTRACT

Data collecting forms are provided for conducting a public school safety assessment screening inventory for the school's physical, social, and cultural environment. Data sheets assess traffic control, surveillance, access control, safety devices and equipment, and safety provisions and planning. Directions for using the assessment forms are included. (GR)

Reproductions supplied by EDRS are the best that can be made
from the original document.

ED 443 270

Assessment Screening Inventory for Safe, Orderly & Caring Schools: Directions for Use and Completion.

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

Harriette Hiatt

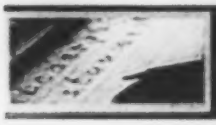
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

http://www.dpi.state.nc.us/alternative/screening.html

EF 005 736

BEST COPY AVAILABLE



North Carolina Public Schools
I N F O W E B

ASSESSMENT SCREENING INVENTORY for SAFE, ORDERLY & CARING SCHOOLS
DIRECTIONS FOR USE AND COMPLETION

News
New and Noteworthy
Teachers
Administrators
E-mail
Parents & Public
DPI Microsites
Employment
Calendar
Help
Search

This invetory is avialable online in Adobe Acorbat format. You will need to have Adobe Acrobat reader software installed on your computer to view or print these files. If you do not have the Acrobat Reader software, it is a free download from Adobe.

The invetory is in two parts online:

Part 1: Instructions and School Data - *40k Adobe Acrobat File*

Part 2: Physical Enviroment and Social-Culture Enviroment - *104K Adobe Acrobat File*

DIRECTIONS:

The Assessment Inventory is divided into two major categories--Physical Environment and Social-Cultural Environment.

These categories are further subdivided into two categories that relate to safety outside of the school, four categories that pertain to the inside of the school, and two categories that deal with the social-cultural environment. All of these areas are critical to the development of a safe, orderly and caring school.

Please become familiar with the "Status" legend at the bottom of each page of the inventory before completing the steps listed below:

C = Required Code (i.e. building code) or Statute

G = State Board of Education Guidelines

R = Recommended Best Practice

1. Complete the two School Data information sheets.

2. Review relevant data before completing the inventory--e.g. completed site observations, surveys, interviews and safety records and reports.

3. Respond to the items listed under each category. It is recommended

EF 005 736

BEST COPY AVAILABLE

that a team of school and community representatives assist with this task.

4. If the specified practices and procedures have been implemented, check "Yes" under the "Implementation" column. If they have not been implemented, check "No."

5. If the specified practices and procedures do not pertain to your school because of grade-level, or school size and/or age, or any other specific factors, check "Not Applicable."

6. The "Comments" column is provided to document further explanation of the school's compliance with the practices and procedures referenced. This section may be used to clarify the choice of "Yes," "No," or "Not Applicable" implementation responses.

7. Review the "Yes" and "No" ratings for each category to determine the school's strengths and areas that need attention.

8. Use the information gathered to modify or improve your school's safety plan and/or School Improvement Plan.

http://www.dpi.state.nc.us/alternative/
Department of Public Instruction
Alternative & Safe Schools Section
301 N. Wilmington St.
Raleigh NC 27601-2825

Teachers | Administrators | E-Mail | Parents&Public | DPI Microsites | Help | Search

Teachers | Administrators | E-Mail | Parents & Public | DPI Microsites | Help | Search

Assessment Inventory

Safe, Orderly & Caring Schools

Table of Contents

School Data ..... ii-iii

Directions for Use and Completion of Inventory iv

Physical Environment

Outside of the School

1. Traffic Control 1
2. Surveillance 2

Inside of the School

3. Access Control 3
4. Surveillance .....
5. Safety Devices & Equipment 5
6. Safety Provisions 7

Social-Cultural Environment

7. Safety Provisions 9
8. Safety Planning 13

ASSESSMENT SCREENING INVENTORY forSAFE, ORDERLY & CARING SCHOOLS

DIRECTIONS FOR USE AND COMPLETION

The Assessment Inventory is divided into two major categories— **Physical Environment** and **Social-Cultural Environment**

These categories are further subdivided into two categories that relate to safety outside of the school, four categories that pertain to the inside of the school, and two categories that deal with the social-cultural environment. All of these areas are critical to the development of a safe, orderly and caring school.

Please become familiar with the "Status" legend at the bottom of each page of the inventory before completing the steps listed below:

- **C = Required Code (i.e. building code) or Statute**
- **G = State Board of Education Guidelines**
- **R = Recommended Best Practice**

1. Complete the two School Data information sheets.

2. Review relevant data before completing the inventory—e.g. completed site observations, surveys, interviews and safety records and reports.

3. Respond to the items listed under each category. It is recommended that a team of school and community representatives assist with this task.

4. If the specified practices and procedures have been implemented, check "Yes" under the "Implementation" column. If they have not been implemented, check "No."

5. If the specified practices and procedures do not pertain to your school because of grade-level, or school size and/or age, or any other specific factors, check "Not Applicable."

6. The "Comments" column is provided to document further explanation of the school's compliance with the practices and procedures referenced. This section may be used to clarify the choice of "Yes," "No," or "Not Applicable" implementation responses.

7. Review the "Yes" and "No" ratings for each category to determine the school's strengths and areas that need attention.

8. Use the information gathered to modify or improve your school's safety plan and/or School Improvement Plan.

http://www.dpi.state.nc.us/alternative/
Department of Public Instruction
Alternative & Safe Schools Section
301 N. Wilmington St.

SCHOOL DATA

Description of the School

A. School Name _____

_____

B. School address _____

_____

C. Date(s) of Assessment _____

D. Conducted by _____

Title or Role _____

E. Acreage of School Property _____

F. Total square footage of all buildings used for instructional purposes:

_____

G. School level or type

- High school _____
- Junior high _____
- Middle school _____
- Alternative school _____
- Elementary school _____
- Vocational school _____
- Combination grades school _____
- Other _____ (Describe:)

H. No. of Students _____

I. No. of Staff _____

J. Building

- Single story _____
- Multiple story _____
- Enclosed design _____
- Open design _____
- Other _____ (Describe:)

K. Daily hours that school is open for serving students

Surrounding Neighborhoods

A. Neighborhood type

- Commercial _____
- Industrial _____
- Residential _____
- Other _____ (Describe:)

B. Nearby Housing or Business

- Single family units _____
- Multiple family units _____
- High rise _____
- Public housing _____
- Rental _____

C. Businesses

- Fast food
- Adult entertainment
- Bars or taverns
- Business dealing with hazardous materials
- Other notable businesses:

D. Streets and accesses

- Residential streets _____
- Two lane highways _____
- Four lane highways _____
- Other _____ (Describe:)

E. Nearby Community Institutions

- Churches _____
- Schools _____
  Public _____
  Private _____
- Community Agencies _____
- Hospital _____
- Parks or Recreation _____
- Other (Describe:)

SCHOOL DATA (continued)

F. Law Enforcement Agencies that serve the school (police, sheriff) _____

G. Approximate distance from nearest police and fire stations _____

H. Police and fire response time _____

I. Fire department that serves the school: Paid or volunteer? _____

Prior Assessments

A. Has a school security survey been conducted before? _____

B. When was it done? _____

C. What were the major findings? _____

_____

_____

D. What recommendations were implemented? _____

_____

_____

_____

E. Why weren't some recommendations implemented? _____

_____

_____

_____

Assessment Inventory
Safe, Orderly & Caring Schools
Physical Environment
Traffic Control: Vehicular and Human

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
1. Bus loading and drop-off zones are clearly defined, and are separated from parent/private transportation pick-up zones.	G				
2. Car and bus zones are separated so that students do not have to walk through traffic to enter the school building.	G				
3. Other vehicles are prohibited from using bus loading and unloading zones during arrival and dismissal times.	R				
4. Staff are assigned and trained (e.g. conditions to be aware of) to supervise bus and private vehicle loading and unloading zones.	R				
5. Bus parking is located so that buses do not have to back up to turn or park.	C				
6. Traffic patterns for private vehicles are designed to reduce congestion of vehicles entering and exiting school grounds, and controls co-mingling of vehicular and pedestrian traffic.	R				
7. Drives which encircle a building are secured so students are not required to cross drives when moving between buildings, playgrounds or athletic fields. Gated access is recommended.	G				
8. Student access to parking areas is restricted to posted arrival and dismissal times, and students are not allowed to linger in their vehicles or loiter in the parking lot.	R				
9. Students and staff are required to register their vehicles, and are issued and required to display parking stickers.	R				
10. Parking lots are designed in such a way as to reduce vehicle speed and lower risk to pedestrians (e.g. long, straight rows are avoided; raised speed bumps are used.)	G				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

BEST COPY AVAILABLE

Traffic Control: Vehicular and Human (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
11. Vehicular access to play areas is restricted.	G				
12. Adequate, clearly marked spaces are available for handicapped parking.	C				
13. Security personnel (e.g. crossing guards, staff, law enforcement) monitors student movement at crosswalks and areas involving bus and vehicular traffic.	R				
14. Sidewalk access and ramps are available to accommodate the needs of the handicapped.	C				
15. Emergency service vehicles have adequate access to school buildings and facilities.	C				

Surveillance

Outside

1. Plantings are arranged to allow surveillance of open areas, roads, parking lots, walkways, and building accesses. Plantings are kept at a height that does not block surveillance of traffic (3 ft. for motorists, and 4.5 ft. for pedestrians.)	R				
2. Vehicular routes and parking areas are in visual proximity to strategic sections of buildings, and are adequately lit with vandal-proof lighting.	R				
3. Directional and informational signs have large lettering, bold graphics, simple and correct directions, and are well lit, especially as applies to the school entrance, parking, directions to the office, drug-free school zones, prohibition of firearms, weapons and no trespassing on school property, and fire escape routes.	G				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

Surveillance Outside (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented Yes	Implemented No	Not Applicable	Comments
4. The main point of entry is well identified and provides a safe, well-lighted, and sheltered entry to the building. Sufficient windows facilitate visual surveillance from strategic vantage points.	G				
5. All sides of the building, exterior doors, fire escapes, roof entrances, gates and parking lots are clearly illuminated in such a way as to avoid creation of blind spots, glare areas and shadows.	R				
6. Video cameras are available to monitor activities outside the school building, and on school buses.	R				

Access Control
Inside

1. A policy is in place that defines who may have keys, including master keys, to the building, classrooms, laboratories/ science rooms, and other locations, and a list of key holders is kept in a secure place.	R				
2. Teachers/staff are required to turn in keys when transferred, terminated or retired.	R				
3. Doors to the exterior are kept closed and locked at all times, with the exception of the front entrance that may remain unlocked as long as there is good visual surveillance and control from the office.	R				
4. Chains with locks are not used at any time to secure doors even after hours.	G				
5. Multiple entrances to the school building are controlled and supervised from the inside for property security.	G				
6. Classroom doors are kept locked when the rooms are vacant.	R				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

BEST COPY AVAILABLE

Access Control
Inside (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
7. Unused areas of the school can be closed/locked off during and after school hours.	G				
8. Restricted areas within the school and on school property are properly identified.	R				
9. Roof access is kept locked at all times.	R				
10. Administrative areas are proximal to the main entry and visitor waiting areas, to the school, with easy visual access into and from these areas.	G				
11. Areas which accommodate a large congregation of students, such as auditoriums, or music or band rooms, allow for adequate visual supervision, clear sight lines, and easy traffic flow.	G				
12. Designated control points with clear sight lines are positioned near the entrances and exits to cafeterias.	G				
13. Toilet partitions are structurally sound and attached securely. Partition walls do not exceed 5'6" in height and have a 1'0" clearance above the floor.	G				
14. A closed circuit television system (CCTV) is installed to monitor activity in public and secluded locations, especially in middle and high schools.	R				
15. The CCTV (closed circuit TV) system has the capability to reproduce tapes for court, identification, prosecution, and liability purposes.	R				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

Access Control
Inside (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
7. Unused areas of the school can be closed/locked off during and after school hours.	G				
8. Restricted areas within the school and on school property are properly identified.	R				
9. Roof access is kept locked at all times.	R				
10. Administrative areas are proximal to the main entry and visitor waiting areas, to the school, with easy visual access into and from these areas.	G				
11. Areas which accommodate a large congregation of students, such as auditoriums, or music or band rooms, allow for adequate visual supervision, clear sight lines, and easy traffic flow.	G				
12. Designated control points with clear sight lines are positioned near the entrances and exits to cafeterias.	G				
13. Toilet partitions are structurally sound and attached securely. Partition walls do not exceed 5'6" in height and have a 1'0" clearance above the floor.	G				
14. A closed circuit television system (CCTV) is installed to monitor activity in public and secluded locations, especially in middle and high schools.	R				
15. The CCTV (closed circuit TV) system has the capability to reproduce tapes for court, identification, prosecution, and liability purposes.	R				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

Safety Devices & Equipment
Inside

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
1. The school is connected to a backup emergency power system.	R				
2. The principal or other designated contact person has a single, private telephone line to which only he/she has access, and by which he/she can be reached by emergency management workers (e.g. police, fire) in case of suspicious emergency situations.	R				
3. There is a two-way communication system between classrooms, duty stations, relocatable classrooms and the main office.	G				
4. The school has developed a plan with the local communications companies to divert mass inquiries to designated communication centers in the LEA in order to free up school lines during an emergency.	R				
5. Walls in graffiti-prone locations are made of a material and finish that can repel graffiti or tolerate repeated cleanings.	G				
6. Classroom and office doors are constructed of solid material (e.g. wood, metal)	C				
7. Classroom doors are equipped with heavy duty, vandal-resistant, locks which are operable from the inside by turning the handle.	R				
8. Doorwells in lavatories allow doors to open outward from the room.	C				
9. Mirrors, windows, and light covers in lavatories and locker rooms are impact resistant.	C				
10. Doors to the exterior are in good working order (e.g. panic bars).	C				
11. Doors to the boiler room and power supply rooms are solid, with concealed hinges, pick plates, high-quality deadbolt locks, and high-security strike plates. Doors are kept closed and locked at all times, except to authorized personnel.	R				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

BEST COPY AVAILABLE

Safety Devices & Equipment
Inside (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
12. The school's sprinkler system works properly.	C				
13. The appropriate number and type of fire extinguishers are fully charged, in plain view, inspected annually, and adequately secured in all appropriate laboratory areas, shops and cafeteria. The local fire marshal determines compliance.	C				
14. Regular classrooms must always have, in addition to the door, a egress window or second door into a separate smoke zone, unless the building has fire sprinklers.	G				
15. First aid kits meeting OSHA standards are properly located, adequately stocked and easily accessible to trained personnel throughout the school and on school buses.	G				
16. Hazardous chemicals, including cleaning solvents and science laboratory chemicals, are properly labeled, stored, secured and disposed of.	C				
17. Chemical storage areas are labeled with appropriate NFPA Hazard Diagrams.	C				
18. Safety posters and emergency procedures are prominently displayed in the science laboratory.	C				
19. Battery powered emergency lighting is installed in chemical storerooms without windows.	C				
20. A well-ventilated storage area is provided for the storage of equipment and materials that pose a combustion hazard. A two-hour fire delay separation is required by state building code.	C				
21. Circuits for hazardous equipment, including counter receptacles that are controlled via "kill switches" with indicator lights should be replaced with ARE GFI (ground fault interrupt) or GFCI (ground fault circuit interrupt) protection.	C				
22. Electrical sports medicine equipment (e.g. whirlpools) use ground fault protectors.	G				
23. Draperies on any stage are fire retardant.	C				

C – Required Code or Statute

Safety Provisions

Inside

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
1. Pre-K, K and first grade classrooms are not allowed above or below the floor of exit discharge (on floors where students must use stairs to exit the building).	G				
2. Elevators are located in lobbies or other areas with higher-than-normal surveillance and use is limited to authorized individuals. Video surveillance of and into elevators is recommended.	G				
3. Interior hallways, classrooms, science/chemical storerooms, restrooms, cafeteria, media center, stairwells, and other key parts of the school building are adequately illuminated.	G				
4. Retractable gymnasium bleachers can be locked in place when not in use.	G				
5. The entire area under all stairs is enclosed and accessible only to authorized personnel.	G				
6. Fire evacuation plans are posted in all occupied areas of the school building.	C				
7. The school staff and designated students are trained in the use of fire extinguishers.	R				
8. Fire drills are held in accordance with state laws and up-to-date fire drill reports are maintained.	C				
9. A record of fire inspections by the local or state fire marshal is maintained.	G				
10. Graffiti is read, recorded and removed at the earliest possible time. Graffiti may be gang-related.	R				
11. A designated person performs the following security checks at the end of the school day and/or after evening activities: • All classrooms/offices are free of unknown or suspicious objects, and are properly secured (closed and locked) • All non-classroom areas (e.g. restrooms, locker rooms, etc.) are unoccupied	R				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

BEST COPY AVAILABLE

Safety Provisions
Inside (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
11. A designated person performs the following...(continued) • All exterior entrances and windows are locked • All night lights have been turned on • The alarm system is functioning properly, and so documented in the log book.	R				
12. There are maintenance guidelines and procedures consisting of, but not limited, to: • Replacing lights that do not work • Repairing broken doors/windows/fences • Keeping trash picked up • Replacing signs that are faded/damaged • Removing graffiti • Handling and disposal of hazardous material.	R				
13. Written regulations exist regarding access by school personnel who use the school facilities after hours.	R				
14. Emergency medical providers and fire departments know about: • chemicals stored in school facilities • best routes to critical areas within facility sites.	R				
15. Buses have two-way communication with the school office and school bus garage.	R				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

Social-Cultural Environment

Safety Provisions

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
1. Visitors sign in and out at the main office, and a visitor log is maintained.	R				
2. Visitors are required to show a photo ID while checking in at the main office, if they are not known to office staff.	R				
3. Visitors are issued and wear clearly visible ID badges while in the school building, and return the ID badge to the office prior to leaving the building.	R				
4. Non-custodial parents and others are required to have written permission to pick up students and may be required to show a photo I.D.	R				
5. The school has a policy that requires students to remain on the property during school hours, with exceptions permitted only on a limited or authorized basis; and the policy is stated in the student handbook and parents are made aware of the policy.	R				
6. Students are restricted from loitering in corridors, halls, restrooms and other public areas.	R				
7. All applicants undergo a criminal background check prior to employment.	R				
8. All LEA employees eligible to operate school vehicles and equipment are subject to random drug and alcohol testing.	R				
9. Caller ID or other call tracing devices have been placed on the phone system to trace phone calls, and the person(s) responsible for answering the phones has been trained in bomb threat procedures.	R				
10. A chain of command has been established for the school when the principal and/or other administrators are away from the building.	R				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

32

Safety Provisions (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
11. The school has an Acceptable Use Policy (AUP)/Internet Use Policy (IUP) for effective computer and Internet use which addresses the following issues: • Respect for school property and resources • Vandalism and destructive behavior • Access rights, network privileges and system safety • Academic integrity, plagiarism and copyright issues • Privacy and personal safety • Illegal activity • Content, language and resources appropriate for school • Proper use of computer time. • Consequences for violation of AUP/IUP policies.	R				
12. The LEA has a written policy that addresses the prohibition or possession and non-instructional use of beepers, cell phones, laser pointers and other electronic devices on school property, on buses, or at school-sponsored events.	R				
13. The LEA and school's Student Code of Conduct are reviewed and updated annually, and behavioral expectations and consequences for violations are clearly outlined, including sanctions for bomb threats, weapons and drug offenses.	G				
14. Parents are an integral part of student discipline procedures and actions. They are made aware of expectations of students and are informed of changes in a timely manner.	G				
15. The school has a Student Assistance Program/Team (e.g. SAT, CORE, TAT) that provides assistance for students experiencing learning and/or behavioral difficulties.	C				
16. The DPI Incident Record form is used to promptly report incidents of disruption, crime and violence to the central office and to law enforcement. Incidents are summarized on the school's Annual Report on School Crime and Violence.	G				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

BEST COPY AVAILABLE

Safety Provisions (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
17. Safety regulations regarding athletic play (e.g. detailed policies for when to stop a game or practice under dangerous lightning conditions) are in place.	G				
18. An emergency action plan for serious sport-related injuries is in place.	G				
19. A school nurse(s) is available to provide medical supervision and services for children with physical health needs, especially those with acute or chronic health problems.	G				
20. Prescription medications that must be taken at school are kept in a locked, secure location by a designated school official, and accurate records/logs are maintained of medication(s) administered to students.	R				
21. The school maintains a smoke-free environment (staff monitors the lavatories during class changes and lunch periods to deter smoking).	C				
22. Random, unannounced locker inspections are made by security personnel and/or school administrators and the practice is stated in the student handbook.	R				
23. Unassigned lockers are adequately secured.	R				
Science Education Unless otherwise noted, the 10 items listed below are based on legal requirements. It should be noted that with regard to science accidents and resulting court resolutions, that the Standards of the Science Education Profession, are equated with law.					
1. Each LEA has an established policy and procedure to enable the science education classroom teacher to advise the administration of conditions deemed unsafe and in need of correction.	C				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

36

Safety Provisions (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
2. Science staff receives updates on safety regulations at least once a year and/or when a procedure or chemical is decided to be unsafe for staff or students – e.g. • MSDS (Material Safety Data Sheets) are accessible to teachers for all chemicals used • Prohibitions on use of pathogens or procedures/materials in any lab above Biosafety Level I as outlined by the Center of Disease Control/Natl. Institute of Health protocols.	C				
3. The science laboratory complies with: • OSHA Right-to-Know Legislation • Bloodborne Pathogen Regulations • Laboratory Standards – Chemical Hygiene Plan, and • Safety rules and guidelines established by the profession.	C				
4. Teachers model and students are taught to properly: • Manipulate scientific equipment • Care for and handle live organisms • Perform laboratory procedures, and • React if an accident occurs.	C				
5. A current inventory of types, quantities, shelf lives and chemicals in use is maintained; and these chemicals are proper labeled and stored, by family, in a secure storeroom with appropriate fire protection equipment and a backup light source.	C				
6. Appropriate procedures for disposal and cleanup of bio hazards, chemicals, broken glass, and organisms are followed (e.g. aspirator or kit for mercury spills, vermiculite and baking soda for acids, and dilute chlorox solution or 5% Lysol solution for body fluids).	C				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

Safety Provisions (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented Yes	Implemented No	Not Applicable	Comments
7. ANSI Z.87 approved eye protection equipment is provided with proper sterilization and storage, and eyewashes strategically located and capable of operating "hands-free," to provide a minimum of 15 minutes of continuous, aerated water.	C				
8. All science room/lab electrical outlets are GFI/GFCI protected.	C				
9. Safety equipment is periodically checked for functionality and should be removed if not properly working, including but not limited to: • An exhaust fan/hood that is independently vented • A functioning drench shower in the lab • A master cut-off/switches/valves in each laboratory for gas, with the gas cut off when not in use.	C				
10. Science laboratories are not overcrowded. Classrooms that consist of more than 24 students per teacher and less than 45 square feet per student of floor space (660 square feet if classroom/laboratory combination) are considered unsafe.	C				

Safety Planning

1. The local law enforcement agency and the school have formed a partnership oriented to Community Policing in the School. The local law enforcement agency and the school have adopted formal agreements that define the standard operating procedures and roles and responsibilities of both parties, including the SRO, if applicable.	G				
2. Law enforcement personnel are an integral part of the development and implementation of the school's Safe School and Crisis Management Plans.	R				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

BEST COPY AVAILABLE

Safety Planning (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
3. The school has a comprehensive written safety plan, including a crisis management plan, which has been approved by the local board of education.	C				
4. The Crisis Management Plan emphasizes the following: • Prevention - To reduce the likelihood of a crisis situation occurring, and to minimize its impact if a crisis occurs. • Intervention - To contain the situation and provide support and safety to those involved. • Education - To insure that all who are responsible for implementation of the plan are familiar with its provisions and are updated frequently about modifications. • Recovery - To offer counseling and return to normal operations.	R				
5. Local fire, emergency management and law enforcement agencies cooperate with school officials to conduct regular training in crisis management, and in search and evacuation procedures.	R				
6. Regular training on and practice/rehearsal of the crisis management plan is conducted for staff and the crisis management team.	R				
7. The school community is informed about and involved in the development and implementation of the safe school plan.	C				
8. Programs and services are available for students who are at risk of academic failure or behavioral difficulties.	C				
9. Alternatives to suspension and expulsion have been built into the discipline policy and are appropriately and consistently used.	R				
10. School psychologists, social workers, school counselors, school nurses and other mental health professionals are available for immediate consultation and assistance in case of emergencies.	R				

C - Required Code or Statute
G - State Board of Education Guideline
R - Recommended Best Practice

Safety Planning (continued)

Practices & Procedures For Safe, Orderly and Caring Schools	Status	Implemented		Not Applicable	Comments
		Yes	No		
11. Students are taught the personal safety and basic first aid (including the Heimlich maneuver) skills, and traffic and school bus safety from the health education curriculum.	G				
12. Students at each grade level are taught positive social skills and violence prevention, conflict resolution, and communication/decision making skills in the Healthful Living Standard Course of Study and physical education program.	G				
13. Curriculum and special programs on violence and drug prevention, health, safety and security are available to students, staff and parents.	C				
14. Middle and secondary students participate in scheduled administrations of standardized surveys of risk behaviors and situations such as the Youth Risk Behavior Survey.	R				
15. Coaches and athletes adhere to established policies on tobacco and drug, including alcohol, use.	G				
16. Students are taught appropriate ways to enhance weight management and strength development. This includes the risks of using steroids, diet pills and other drugs.	G				
17. Students are taught how to perform safe and appropriate exercises for their grade level, and how to safely use equipment and avoid serious injury (e.g. back injuries or heat stroke) while exercising.	G				
18. Physical education classes do not exceed regulation class size limits to the extent that it impairs adequate adult supervision and risks student safety.	G				
19. A certified athletic trainer is available to work with student athletes.	G				
20. Adequate supervision is provided for locker rooms and shower areas.	G				
21. The playground is free of hazardous materials such as broken asphalt, gravel, broken glass, sharp edges and hazardous projections, and playground equipment is kept in good repair.	G				

C – Required Code or Statute
G – State Board of Education Guideline
R – Recommended Best Practice

BEST COPY AVAILABLE